

File: KF

## **North Brookfield Public Schools**

### **Use of Facilities/Grounds**

The use of school buildings, grounds, equipment, and facilities will be authorized by the Superintendent in conformity with the following regulations, which have been approved by the School Committee.

1. It was agreed that users be classified under the following groups:
  - a. **Group 1**, NBPS club, team, or organization or School related organization (PTO, SEPAC, Athletic Dept. and other Town Depts.)
  - b. **Group 2** North Brookfield not for profit clubs/organizations
  - c. **Group 3** Non-profit organizations outside of North Brookfield with proof of status.
  - d. **Group 4** Individuals, non North Brookfield organizations, groups and all for profit individuals/organizations
- i. The PTO will be exempt from paying the cost of custodial or cafeteria services.
2. Applications for the use of school facilities will be submitted and signed by the Director of Facilities and Superintendent at least **14 days prior** to the proposed date of event.
  - a. Applicants are expected to have reviewed this policy as well as reviewed the Use of Facilities Fee Schedule.
3. Requests for school facilities must be cleared with the building Principal, Director of Facilities, if applicable the Director of Food services and the Athletic Director. Final sign off will be performed by the Superintendent of the District. Central office will contact the applicant to notify of approval/denial/questions.
4. Applicants receiving permission are restricted to the dates and hours approved and to the building area and facilities specified, unless requested changes are approved by the Superintendent.
5. Applicants granted use of Facilities/Grounds are subject to the use of facilities fee schedule.
  - a. In situations where there is no cost factor to the school system, or in situations where a mutual exchange of facilities is possible between the school system and the organization, rates may be reduced by the Superintendent. In situations where extended usage for a long period of time is required, rates may be set at a contract price, by the Superintendent.
  - b. The Committee will approve and periodically review a fee schedule for the use of school facilities.
6. All activities must be under adult supervision. Groups receiving permission are responsible at all times for the observance of fire and safety requirements. In all cases, an assigned school employee will be present.
7. The group using the facilities will be responsible for any damage to the building or equipment. Proper liability insurance may be required of all groups given permission to use school facilities. Groups using the facilities/grounds must assume personal liability for any injuries.

8. Smoking, vaping, smokeless tobacco, the possession/use of drugs anywhere on the property is not permitted. Permission for the possession and sale of alcoholic beverages may be granted at the sole discretion of the School Committee, to a nonprofit organization, which is properly licensed.

9. No parking on any non-paved surfaces unless instructed to do so by the Custodian on duty

10. The following regulations must be adhered to by all users:

a. The building principal/District Admin. may require specific restrictions to be attached to use of the facility.

b. Functions that require the use of the school fields will not be allowed during the school day. Fairs, carnivals or any such functions requiring the use of the outside grounds will not be permitted during the school year. The main field will not be used for any such activity.

c. Publicity cannot be posted regarding an event until final approval has been granted.

11. *The School Committee and or Superintendent reserves the right to cancel any permission granted, waive scheduled fees and/or allow use of restricted areas.*

12. At the Superintendent's discretion, a North Brookfield police officer may be required for events with anticipated attendance exceeding 250 participants. The cost of hiring the officer will be the responsibility of the group or organization renting the facility.

13. All new group requests from groups 3 or group 4 must be approved by NBPS school committee in addition to the building Principal, Facilities, and the Superintendent.

It is the School Committee's desire that maximum use of school property be enjoyed by the townspeople. It is the Committee's intent that such use will maintain safe conditions and preserve the property for school program use.

Adoption date: February 2005

Amended: April 28, 2025